

Teaching Assistantships in the School of Planning

General Guidelines

The intent of this guideline is to initiate a dialogue between teaching assistants (TAs) and course instructors to set out expectations for the term. These six general guidelines apply:

1. TAs have a right to know what is expected of them, when major tasks are going to arise, and how much time they will be required to allocate to TA duties.
2. Instructors rely on TAs as core members of the teaching team. The successful delivery of courses relies on dependable, committed and enthusiastic TAs.
3. While a TAship is a funded position, it is also considered a valuable component of graduate student education and training. It provides students with experience in leadership, pedagogy, professional judgement, and interpersonal skills.
4. Failure to complete assigned TA duties may result in removal from the course and discontinuation of funding.
5. The TA – instructor relationship should be approached in the spirit of collegiality, professionalism, and mutual respect.
6. As per the [Integrity Policy](#), the following is expected from all members of the University community: honesty, trust, fairness, respect, and responsibility.

Time allocation

- A standard Teaching Assistantship consists of a maximum of 16 weeks, with an average of 10 hours per week, for a maximum total of 160 hours per term.
- It is understood that weekly workloads will likely be unevenly distributed.
- TAs must notify instructors at the beginning of term of any extended absences. If there is a final exam, TAs should not make travel plans until the exam schedule is available.

Preparation

- If you do not have sufficient background knowledge in the course subject matter, you may be asked to attend lectures and/or complete course readings. Unless otherwise agreed upon, background preparation would not count toward your TA hours.
- Preparing for and/or assisting with teaching activities (e.g., leading tutorials or attending class to help with teaching exercises) should normally count as part of assigned TA hours.

Questions / concerns

- Any questions or concerns should first be brought to the attention of the course instructor. If a successful resolution is not reached, or if the matter is sensitive/confidential, TAs should contact the Associate Director, Graduate Studies.
- Consult “[Resolution of Disputes Between TAs and instructors and RAs and Supervisors](#)” in the Graduate Calendar for further information on dispute resolution.
- Sexual harassment, discrimination and abuse of supervisory authority are covered by [Policy 33 - Ethical Behaviour](#); also see [Workplace Harassment Reporting Procedures](#)
- Academic integrity issues (e.g., plagiarism, cheating) should be brought to the attention of the instructor

TA Duties

Instructors are expected to complete the table below in consultation with their TAs within the first week of term, or earlier if possible. Instructors are asked to provide a completed copy to the Graduate Program Administrator at the beginning of the term.

TA Duties	Assignment / Exam due date	TA marking deadline	App. time commitment	Details/Comments/Instructor Responsibilities
<i>E.g., Grade draft essay</i>	<i>March 10, 2025</i>	<i>March 15, 2025</i>	<i>8 hours OR 2 half days OR 5% of total TA duties</i>	<i>-Rubric will be provided -Please input grades on LEARN</i>

Duties may include: preparation, lectures, office hours, meeting hours, communication, tutorials, reviewing assignment drafts, laboratory, grading, proctoring exams, and other.

Course:

Term:

Instructor Name:

Instructor Signature:

TA Name(s):

TA Signature(s):

Date: